



## Frequently Asked Questions

### **What is the cost for the conference?**

Cost information for each conference can be found on the Registration Form by downloading the attendee brochure. This is typically the second to last page on every brochure.

### **How do I register?**

It is recommended that you register online by clicking the REGISTER HERE button on the Home Page of this website, following the prompts and paying with a credit card. You can also print the brochure and complete the registration form and either mail or fax it to the address listed on the form and paying with a check or credit card. You can also phone in your registration to the number listed on the registration form.

### **How do I get confirmation of my registration?**

Once your registration is received and processed, you will receive a confirmation via email. This confirmation will also serve as a receipt and can be used for confirmation of payment.

### **Does the cost of registration include hotel and airfare?**

Hotel and airfare and additional expenses are separate fees for which the attendee is responsible. Discounted hotel prices have been arranged on your behalf. Please refer to the General Information page in the attendee brochure or on the conference website for the appropriate codes and contact information.

### **How many CE and Rx credits are offered?**

Attendees are offered credit for the sessions they attend. Each attendee is awarded 1 CE credit for every 1-hour they are in a session. For example, if a session is one and a half hours, it would be worth 1.5 contact hours. Advanced Pharmacology credit is awarded based on the individual session content. Please refer to the Continuing Education page on this site or refer to the brochure under each session listing.

### **What is the cancellation policy?**

The cancellation policy is listed on each registration form. The Conference Department will refund your money, less a \$75 cancellation fee, if your request is received by the stated cancellation date. Requests received after this date will gladly be transferred to a colleague.

### **When will I get my Continuing Education certificate?**

Attendees can print their own certificates directly via our CE Connection website. Instructions are provided on-site at the conference. Otherwise, refer to the CE and Rx Credit tab from the menu icon on the Home Page.

**The headquarters hotel is too expensive. Is there an alternate hotel?**

The Conference Department makes a solid effort to secure a discounted room rate at the conference properties. Most discounts are substantially less expensive than the average room rate. The Conference Department does not secure contracts at alternate locations. You are welcome to research other hotel options but please note these properties have no loyalty to our group and may be a distance from the conference location.

**Are meals included in the conference?**

There will be food provided in the Exhibit Hall during the Grand Opening of Exhibits on the first evening of the program. Continental Breakfast and Lunch will also be provided in the Exhibit Hall on both full days of the conference. On the last morning, continental breakfast will be provided in the foyer area directly outside the General Session room. Paid guests are permitted to attend all meal functions provided by the conference.

**What is the attire for the meeting?**

Attire at the conference is business casual. Please keep in mind that temperatures in large ballroom meeting spaces can be difficult to regulate. We encourage you to bring a sweater with you to sessions if you tend to chill easily. With numerous attendees expected at our event, some will be cold and some will feel hot even if they are sitting side by side. We will do our best to provide comfortable meeting conditions for all attendees.

**How do I access session handouts?**

Attendees will be sent a secure link to access session handouts approximately 1-week prior to the meeting. We'll also be uploading presentations/handouts to the conference mobile app that you'll use as an electronic program-at-a-glance while on-site at the meeting. If you registered for a HANDS-ON WORKSHOP, handouts will be provided onsite to paid participants only. They are not available for download otherwise. **Note:** *Printers will **not** be available on-site.*

**I may have an outstanding balance on my registration – what do I do?**

If you have an outstanding balance at time of check-in, you'll be required to provide a credit card or check to satisfy your registration. All credit card transactions are processed in U.S. dollars.

**What is the Guest Policy?**

The on-site guest registration fee is US \$359. A guest is a spouse/significant other, a friend or an adult child (18 years and over). Registered guests may participate in the poster presentations, meal functions and exhibit hall only – they are not permitted in any education session rooms, including the general session. Family members under the age of 18 may not attend any conference function.